

2009-2010

After School Club Parent/Guardian Handbook

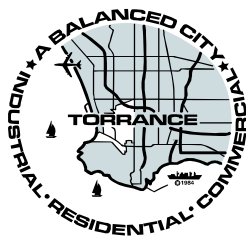
Table of Contents	Page
Department Mission and Values and Program Goals	2
After School Club General Information	3
Program Structure	5
Financial Information	7
Policies and Procedures	8
After School Club Rules and Discipline	10
Student Medication Policy	12
Frequently Asked Questions	13
Agreement Form	17

Welcome to the City of Torrance Community Services Department After School Club Program! The purpose of this handbook is to familiarize you with the policies and procedures that govern the After School Club Program. It is our hope that the information listed within this handbook will make your experience more enjoyable. In an effort to continue offering the quality of programming within each of the After School Clubs, regulations must be strictly enforced.

We look forward to a successful school year!

Kenny Kelso, Senior Recreation Supervisor	(310) 618-2935
Allison Saufua, Recreation Supervisor	(310) 618-2983
Vic Arevalo, Recreation Specialist II	(310) 618-2994

Department Mission and Values and Program Goals



City of Torrance COMMUNITY SERVICES DEPARTMENT

VISION

Creating and Enriching Community through People,
Programs and Partnerships

MISSION

The Community Services Department is committed to providing quality services, activities, programs and facilities for all those who live, learn, work and play in the City of Torrance.

VALUES

The Community Services Department will:

- Deliver services with integrity and honesty respecting our users
- Foster lifelong learning and personal development
- Cultivate joy, delight and wonder
- Embrace diversity and offer equal access to services and programs

AFTER SCHOOL CLUB PROGRAM GOALS

- To provide participants with a safe and nurturing environment for individual needs
- To provide opportunities for self-discovery, socialization, team building and positive interactions
- To introduce youth to a variety of leisure activities

After School Club General Information

After School Club Locations

Elementary	Phone Number*	Pager Number	Address
Arnold	(310) 375-9146	(310) 225-0408	4100 W. 227 th Street, 90505
Carr	(310) 329-8624	(310) 225-0148	3404 W. 168 th Street, 90504
Edison	(310) 527-5152	(310) 225-0259	3800 182 nd Street, 90504
Greenwood/Fern	(310) 328-8254	(310) 225-0628	1520 Greenwood Avenue, 90503
Torrance	(310) 320-2562	(310) 225-1646	2125 Lincoln Avenue, 90501
Victor	(310) 371-5006	(310) 225-2286	4800 Spencer Street, 90503
Walteria	(310) 891-1748	(310) 225-2346	24456 Madison Street, 90505
Yukon	(310) 354-0043	(310) 225-2373	17815 Yukon Avenue, 90503

Middle	Phone Number*	Pager Number	Address
Bert Lynn	(310) 793-2967	(310) 225-0122	5038 Halison Street, 90503
Casimir	(310) 225-6724	(310) 225-0163	17220 Casimir Avenue, 90504
Hull at Levy	(310) 326-7395	(310) 225-0640	3420 W. 229 th Place, 90505
Madrona	(310) 533-4562 x 8778	(310) 225-0797	21364 Madrona Avenue, 90503
Magruder	(310) 214-1799	(310) 225-1471	4100 W. 185 th Street, 90504
Richardson	(310) 972-6500 x 8901	(310) 225-1508	23751 Nancy Lee Lane, 90505

*The phone number to the site may change throughout the school year. If this occurs, you will be notified immediately by staff.

City Hall Phone Numbers

Community Services Department (to report an absence)	(310) 618-2930
Registration Office	(310) 618-2720
Kenny Kelso, Senior Recreation Supervisor	(310) 618-2935
Allison Saufua, Recreation Supervisor	(310) 618-2983
Vic Arevalo, Recreation Specialist II	(310) 618-2994

Meeting Locations

The After School Club meets either in the cafeteria or a classroom on the school campus. (Participants at Fern Elementary will meet at Greenwood Park.) In the event the school requires use of our meeting location, the After School Club will be relocated to another location on campus for the day. A sign will be posted on the door to let parents/guardians know where the After School Club has been relocated. If you are unable to reach the staff by telephone, you can page them on the After School Club pager.

After School Club Fees and Hours

The program begins immediately after school until 6:00 p.m. The program is not in session on school holidays. The program is available on minimum days and during parent conferences. The After School Club follows the Torrance Unified School District's Student Free Day and holiday calendar. The program is closed when the schools are not in session. Prices reflect resident/non-resident fees.

Fees: Participants can pay in full for the school year or participate in the payment plan:

- First Payment: \$377/\$442 due with application. Covers Sept. 10 – Dec. 4, 2009.
- Second Payment: \$377/\$442 due Nov. 16, 2009. Covers Dec. 7, 2009 – March 19, 2010.
- Third Payment: \$377/\$442 due March 8, 2010. Covers March 22 – June 24, 2010.

What Not to Bring

- Bicycles, rollerblades, skateboards or scooters.
- Snacks that require cooking.
- Cell phones, pagers, video games, personal and/or electronic toys.
- Games such as Yu-Gi-Oh, Pokemon or Bakugon.
- City of Torrance Community Services Department is not responsible for lost, stolen or damaged items.

Cell Phone Policy

Cell phone use by participants is prohibited. We will immediately confiscate any cell phone in a participant's possession and return it to them at the end of the day. This policy is designed to help all participants remain engaged and have a better and more meaningful experience while at the After School Club. Parents/guardians are advised to call the site if there is an emergency.

Lost and Found

Lost and found items will be kept at each site. Lost items will be held for two weeks. City of Torrance Community Services Department is not responsible for lost, stolen or damaged items. We strongly encourage participants to have their name written on their property (backpacks, lunch boxes, etc.).

Participant Emergency Forms

These forms are required for each participant and are kept at each After School Club site. Please keep this information current, as they contain emergency contact information and an authorized list of adults allowed to pick up your child.

Program Structure

Each After School Club site will have a unique program and may vary each day.

- **Homework Time:** The first 30 to 45 minutes of each day.
- **Snack Time:** Immediately following homework time.
- **Outdoor Activities:** 4:00-5:30 p.m.* (*before sunset) Field trips, indoor and outdoor games, indoor crafts, self-esteem building games, community service projects and guest speakers.
- **Indoor Activities:** 5:30-6:00 p.m. indoor games.

Calendars

- Each month parents/guardians will receive a Monthly Calendar with the planned daily activities scheduled at the After School Club. Calendars are also available on our web page www.TorranceCA.Gov/parks/7128.htm.
- Each month activities will be scheduled around a particular theme. Participants will assist staff with coming up with activities that reflect the theme.
- Scheduled activities are subject to change when necessary.

Homework

- The first 30 to 45 minutes is homework time. Participants are required to work on their homework unless their parent/guardian does not want them to do their homework at the Club. If they don't have any homework, or if they complete their homework before the end of homework time, they will be allowed to quietly read a book or work on their creative writing skills.
- Staff will assist participants; however, because of the staff to participant ratio, of 1:10 participants for elementary and 1:13 for middle school they will not receive one on one tutoring.
- When homework time ends, staff will direct their attention to other activities scheduled that day. Participants may continue to work on their homework after homework time, provided they do so in the same area where activities are being held. Staff will not assist participants with their homework after homework time.
- Participants must bring all their own supplies (i.e. pencils, erasers, paper and books).

Snacks

A light snack will be provided. Parents/guardians may pack additional snacks for their child to eat during snack time. Participants with special diets are encouraged to pack their own snacks. Please notify staff of special dietary restrictions and allergies.

Staff

The majority of our staff members are college students from local colleges and universities and are majoring in a field related to youth. All staff members have received training and have previous experience working with youth.

Movies

- Movies may be shown once per month. Most movies are G rated. Some prescreened PG movies may be shown. If a PG movie will be shown, the name of the movie will be posted one week in advance.
- Participants are not required to watch the movie. Participants will be allowed to do an alternative activity during the movie.

Video Games

- Special video game day may be scheduled periodically each month. The video games are rated E. Participation in video game day is an optional privilege. Alternate activities will be scheduled on video game day for individuals not participating.

Field Trips

- Parents/guardians will be notified in writing of all field trips. Weekly field trips to local destinations will be listed on your monthly calendar. These routine field trips generally are within walking distance from the school site. Past trips have included walking to the Library, the Madrona Marsh and fast food eateries. Students will need to bring money for their purchases. In most cases, the trip will take no more than one hour.
- Special field trips may be scheduled through out the year. They are often scheduled on days when students are dismissed early from school. Past special field trips include going to the movies or a bowling center. There is a nominal fee associated with these trips to cover the cost of food, transportation and activities. Special permission slips and fees must be turned in prior to the trip.
- Parents/guardians will have the option of not allowing their child to attend any field trip. A staff member will remain at the site to provide activities for participants not attending the field trip. Staff must be notified at least one day prior to the field trip if the participant will not be attending a field trip.
- Field trips are a privilege. Participants on disciplinary probation will not be allowed to participate.

Financial Information

Payments

- Payments must be received by the established deadlines. Payments cannot be given to the After School Club staff or the school office. All payments must be made at the Community Services Department Registration Office, 3031 Torrance Blvd. Torrance, CA 90503 (310) 618-2720. Participants will lose their space in the program if payments are not received by the due date. No extensions will be given. Prices below reflect resident/non-resident fees.
 - First Payment: \$377/\$442 due with application. Covers Sept. 10 – Dec. 4, 2009.
 - Second Payment: \$377/\$442 due Nov. 16, 2009. Covers Dec. 7, 2009 – March 19, 2010.
 - Third Payment: \$377/\$442 due March 8, 2010. Covers March 22 – June 24, 2010.
- Payments can be made with cash, check, money order or credit card (Visa or MasterCard).
- Full payment must be made at the same time if it is from two sources.

Late Fees

- The Club ends at 6:00 p.m. A late fee will be charged beginning at 6:01 p.m. The clock at the facility will be used to determine the time. The late fee is \$10.00 for every 15 minute interval or portion thereof that you are late picking up your child. For example: Arrivals 6:01 p.m. to 6:16 p.m. are \$10.00, arrivals 6:17 p.m. to 6:32 p.m. are \$20.00.
- Late fees will be charged per participant. You will be invoiced for the late fees. You will be required to sign and date the late pick up form.
- If a participant is picked up late on three occasions, it will be grounds for suspension from the Club until arrangements can be made to ensure that the child is picked up by 6:00 p.m. Once the participant returns to the Club if the child is picked up late again, the participant will be expelled from the Club.

Returned Checks

- If your check does not clear due to insufficient funds, you will be charged a \$25.00 bounced check fee. The bounced check fee and the registration fees must be paid in person at our Finance Department within two business days. Payment must be cash, money order or credit card only (Visa or MasterCard).
- If payment is not received within two business days, your child will not be allowed to attend the program until fees are paid.
- Once a check is written to the City, you are obligated to pay the money. Even if you decide to cancel your enrollment in the program, you must pay the bounced check fee and the registration fee. After fees have been paid, we will process a refund. The refund will be prorated from the day the bad check is cleared.
- If your check does not clear due to insufficient funds on two occasions, you will lose check writing privileges.

Refund Policy

- Requests for refunds must be in writing. A letter requesting a refund must be mailed or faxed to:
City of Torrance Community Services Department
Attn: Kenny Kelso
3031 Torrance Boulevard
Torrance, CA 90503
Fax: (310) 781-7598
- An administrative fee of 20% not to exceed \$25.00 will be deducted from all refunds. Please allow 4 to 6 weeks for refunds.
- Refunds will be prorated based on the day we receive written notification of your intent to cancel.

Policies and Procedures

- After School Club staff are mandated reporters and will report any suspected child abuse/neglect.
- After School staff are not responsible for lost or stolen personal items.
- As part of our policies, staff are not allowed to relate to After School Club participants outside the program. Please do not put staff in an awkward position by asking them to baby sit, transport your child, or walk your child home.

Participant Check In

- Elementary school students must report to the program immediately after school. Middle school students will have 10 minutes to get books from their locker before checking in.

Participant Check Out

- Participants in middle school will be allowed to sign themselves out provided they have written permission from a parent or guardian. Phone calls will not be accepted. Once daylight savings time ends, participants will not be allowed to walk home after 4:30 p.m. Otherwise, they will need to be signed out by an authorized adult 18 years of age or older.
- Participants in elementary school must be signed out by an authorized adult 18 years of age or older.
- Parents/guardians should list everybody that might pick up their child. No phone calls will be accepted.
- Once a participant is signed out of the program, the participant will not be allowed to return on that day.
- If a participant is signed out during school hours, the participant must be signed back in to school to be eligible to attend the After School Club that day.
- Parent/guardians must sign out the participant immediately upon arrival to the site.
- Parents/guardians will not be allowed to stay with their child at the After School Club while the program is in session.
- Once a participant enters the After School Club site, they are considered to be part of the program that day. They will not be allowed to leave without being properly checked out.
- If a participant leaves the school on their own without being signed out, they will be expelled from the program.
- **If a participant has not been picked up by 6:30 p.m., the Torrance Police Department will be notified.**

Extracurricular Activities

- Participants will be allowed to attend extracurricular activities that are held on campus with prior parental written permission. The written permission slip must include the following: a) day or dates of the activity; b) time activity begins and ends; and c) location on campus where the activity will be held. Participants will be allowed to go to the activity after they have been checked in by staff. Participants must report back to the Club immediately after the activity ends.
- Participants may attend an extracurricular activity that ends after 6:00 p.m. provided an authorized adult (such as a team coach or team mom) signs the participant out PRIOR to the start of the activity. The individual must be listed on the participant's emergency form. Once the participant is signed out, they become the responsibility of the authorized adult who signed them out.
- Abuse of policy can result in revocation of privileges.

Absent Participant

- Parents/guardians must notify the After School Club if their child is going to be absent. Parents/guardians can notify staff that their child is going to be absent by calling their child's After School Club at 2:30 p.m. or they may call the Community Services Department at (310) 618-2930 from 7:30 a.m. to 2:30 p.m. If we are not notified when your child is going to be absent, your child may be suspended from the program.

Communication and Information Updates

- The telephone at the After School Club is for emergency use and for official Club business only. The phone line must be kept open so that After School Club staff can be reached in the event of an emergency. For this reason, we ask that parents/guardians call the site only in the event of an emergency or for official business. Social phone calls to participants will not be allowed.
- Participants will be allowed to use the phone to call their parent/guardian if there is a situation that needs immediate attention.
- If you need to speak to your child, call the site, not the child's cell phone.
- On occasion the After School Club may be required to meet in a different room on campus because the regular room is needed for a school function. When that happens, a notice will be posted on the door to inform you where the participants are meeting. If you call the facility and you don't get an answer, you can page the staff. Pager numbers are listed on the back of the After School Club's calendar.
- Parents/guardians must notify staff if their address or phone number changes.
- Parents/guardian should provide staff with their cell phone or pager number to assist them in contacting you quickly.
- Participants are not allowed to use cell phones while at the program.

Parent/Guardian Behavior

- Any abrasive behavior by a parent displayed towards and After School Club staff member may result in suspension or cancellation of care.
- Parents or guardians are not allowed to discipline children who are not their own at the Club.
- Parents or guardians are not allowed to question children who are not their own at the site.

Separated/Divorces Parents/Guardians:

- Parents/guardians that are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child. Without a signed court order, staff will be required to release the child to either parent/guardian or whoever they authorize to pick up the participant.
- Staff cannot get involved in personal matters. To avoid putting staff in a difficult situation, please do not share personal information unrelated to the After School Club with staff.
- Staff will not deliver messages between separated/divorced parents/guardians.
- Staff are not allowed to give out copies of After School Club documents (i.e. Accident Reports or attendance sheets). Copies of these forms can be obtained by contacting our City Clerk's office at (310) 618-2870.
- Any issues related to the child will be told to whoever picks up the participant that day. Separated/divorced parents will need to develop their own method of sharing information.
- Any written material mailed out from the Community Services Department Office will be mailed to the individual that paid for the child's registration.
- Parents/guardians cannot visit with their child while they are at the After School Club.
- Parents/guardians cannot make social phone calls to their child while they are at the After School Club.

After School Club Rules and Discipline

The After School Club is designed for children who can function in a recreation setting at a ratio of one staff to ten participants (elementary) and one staff to thirteen participants (middle school). The After School Club staff are trained to handle typical juvenile issues. Staff are not, however, trained to handle participants with extreme behavior problems. The staff to participant ratio prohibits the staff from being able to handle excessive issues. If your child demonstrates excessive behavior problems they will be evaluated. You will be notified if your child is no longer eligible for the After School Club.

After School Club Rules

The After School Club Rules include, but are not limited to the following:

- No physical fighting or intentionally causing physical or emotional harm to anyone.
- No use of profanity or inappropriate comments.
- No inappropriate behavior or gestures.
- No stealing, cheating or lying.
- No damaging or defacing of property (includes school, After School Club and personal property).
- Participants must respect After School Club property and supplies.
- Participants must work quietly and stay seated during homework time.
- Participants must listen to directions from staff.
- Participants must respect staff and other participants.
- Participants must stay in assigned areas.
- Participants must keep their hands to themselves.
- Participants must report to the After School Club directly after school.
- Participants must bring their own supplies for homework time.
- Cell phones, ipods, psp's and portable video games are not allowed at the After School Program.

Disciplinary Steps

- **Depending on the severity of the offense a participant may be immediately suspended or permanently expelled from the After School Club upon the first offense.**
- **First offense:** Staff will inform participant of the rules that have been broken.
- **Second offense:** If the participant continues to break the rules, the staff will notify the parent/guardian. The conversation will be considered notification that your child is at the verbal warning stage.
- **Third offense:** If the participant continues to break the rules, a written Consequence Form will be completed. The Consequence Form will indicate what behavior occurred and the consequences associated with the behavior. The information will be discussed with the parent/guardian. The parent/guardian and participant will be required to sign the form indicating receipt of notification of the incident. If the parent/guardian is not the individual picking up your child, we will contact you by phone to discuss the problem. Staff will note on the form that the parent/guardian was notified.
- **Fourth offense:** If there are further incidents, the participant will receive a suspension. The length of the suspension will be based on the severity of the offense. The participant will not be allowed to return to the After School Club until the parent/guardian meets with the Recreation Supervisor in charge of the program. Upon returning to the program, the participant will be placed on probation for the remainder of the school year. If there are further incidents the participant will be permanently expelled from the After School Club. The participant **will not** be eligible to sign up again in the future. Parents/guardians **will not** receive a refund if their child is expelled from the After School Club.

- If your child receives a Consequence Form, it will become part of his or her permanent file. It will carry over year to year. If your child was on probation through the end of the year, that probation will carry over to the next year.
- After School Club staff will not share the consequences of a child with other parents/guardians.

The Star After School Program

The City of Torrance Community Services Department offers the Star program through the Therapeutic Recreation Program. The Star Program is designed for students with developmental and learning disabilities or students that need extra attention. The Star Program has a ratio of one staff for every four participants. This ratio allows the staff to spend more one on one time with participants. The Star Program staff is trained to handle behaviors that are beyond the expertise of the After School Club staff. If we feel that this program is more appropriate for your child, you will be notified. If you would like more information about this program, contact the Community Services Department at (310) 618-2930.

Student Medication Policy

Guidelines

The City of Torrance Community Services Department has established a Student Medication Policy for parents/guardians, participants and staff to follow when a participant needs to take medication during the After School Club. This policy is for students that are able to administer their own medication. The Department has established a separate Severe Allergy Medication Policy for dealing with participants with severe allergies. A "Severe Allergy" is defined as an allergy that would pose a life threatening danger without immediate medical assistance. "Immediate" is defined as the need for assistance in less time than it would take for the paramedics to arrive.

Copies of the Student Medication Policies are available at the Community Services Department Office. Parents will need to submit the completed forms **PRIOR** to the child's first day in the After School Club.

Medical Issues

- Our After School Club is not equipped to handle sick children. If your child becomes ill, you will be contacted to come and pick up your child. Please keep your contact information current. If you cannot be reached, we will contact someone on your authorized list.
- If your child receives a minor injury, such as a scraped knee, staff will provide a band aid or icepack where needed.
- If your child receives a more serious injury, the Specialist at the site will take whatever steps are necessary to obtain emergency medical care. These steps may include, but are not limited to the following:
 1. Attempt to contact a parent or guardian, to inform you and to give you the opportunity to take your child to a physician.
 2. Attempt to contact you through any person listed on your emergency form.
 3. If we cannot contact you or your child needs immediate attention, we will call 911.

After School Club Frequently Asked Questions

Can I bring snacks for participants at the Club?

Yes. Parents are encouraged to bring items for special events or parties. There are some guidelines that must be followed:

- The treats must be store bought and in the original unopened package.
- You must make prior arrangements with the site Specialist.
- You must bring approved items only. The Specialist can give you information about approved snacks.

Can I give staff a cash contribution towards a party at the site?

No. If you would like to donate funds towards the After School Program you can send a check, payable to the City of Torrance, to the address below :

City of Torrance Community Services Department

3031 Torrance Blvd.

Torrance, CA 90503

Memo line: After School Program Donation (name of school)

Can staff accept gifts?

No. We discourage our staff from accepting personal gifts. Cards or thank letters can be accepted.

Can a staff member drive my child home if I give them permission?

No. Staff are not allowed to transport participants in their private vehicles or walk them home.

I no longer want a person I put on my emergency form to pick up my child. How do I make changes to that list?

Ask staff for your child's emergency form, and draw a single line through the person's name. Put your initials and the date next to the correction.

I need to get a form signed so that I can be reimbursed by my employer. Can After School Club staff sign the form?

No. Staff are not allowed to sign any documents. Please contact the Registration Office at (310) 618-2720.

What is the City Tax ID number?

The City Tax ID number is 95-6000803. This is also located on your receipt. If you have a Community Services Department on-line account, you can access past receipts at any time while logging into your account. For information on how to obtain an on-line account, contact our Registration Office at (310) 618-2720.

If my child has an activity off campus, can I take him to it, then bring him back to the After School Club after the activity?

No. Once a participant is checked out of the Club, he or she is not allowed to return that day.

Can I bring my child to the After School Club later in the day if checked him/her out of school early for a doctor's appointment?

No. Participants are only allowed to attend the Club if they are signed in at school.

Can I hire a tutor to work with my child during homework time?

No. Our program is not set up to handle private tutoring lessons at the After School Club site.

Can I get copies of an attendance sheets or an Accident Report?

Yes. You can request a copy by contacting our City Clerk's Office at (310) 618-2870.

I don't want my child to do his homework at the After School Club, can he go outside and play instead?

No. Homework time is designated as quiet educational time. This is also the time that we set aside for staff to assist participants with their homework. You are welcome to send other educational material for him or her to work on during this time.

Will the staff tutor my child during homework time?

No. Our ratio prevents us from individually tutoring participants. Staff are available to facilitate homework time.

I don't want my ex-husband's girlfriend picking up my child. Can I prevent this from happening?

Yes. If you have a court order that gives you sole custody of the child, you can decide who picks up your child. If you have joint custody, your ex-husband can decide who he wants to pick up his child.

What happens if a participant tells the staff that their parent/guardian is harming them (physically or mentally)?

Our staff are mandated reporters of child abuse. If we have strong suspicion that a child is being abused, then we are required to report it.

What options do I have for care during Winter, Spring and Summer breaks?

The Department offers a number of alternatives.

- We offer several Day Camp Programs. There is a weekly charge for the program. Information can be found in our class directory, the Torrance Seasons, at our website www.TorranceCA.Gov, or you may contact the Registration Office at (310) 618-2720 for more information.
- We offer a free non-custodial drop in Program at thirteen park facilities. Information can be obtained in our class directory, the Torrance Seasons at our website www.TorranceCA.Gov or by calling the Community Services Department at (310) 618-2930.
- The Department offers a variety of youth athletic programs and cultural classes. There is a fee charged. Information can be found in the Torrance Seasons or at our website www.TorranceCA.Gov.

Can my child bring a cell phone to the After School Club?

No. Cell phones are not allowed to be used at the After School Club.

Can my child use the phone to call me?

Yes. The phone is for emergencies and official After School Club business only. Participants will be allowed to use the phone if they have an emergency.

Can my child bring a friend to the Club to hang out with him?

No. Only registered participants are allowed at the After School Club.

Can participants hang out at the After School Club after they have been signed out of the Club?

No. Once a participant has been signed out of the Club, he or she is no longer allowed to participate with others in the Club.

What steps do the After School Club staff take if they have a missing child?

The following steps are taken:

- We check the school attendance sheet to see if the child was at school, and if so, if they were signed out by a parent/guardian.
- If the participant is not listed as absent, or was not signed out by a parent or guardian, staff will ask their classmates if they saw the participant. Staff will also check the participant's classroom and the campus.
- If the participant cannot be located, staff will contact the parent or guardian to see if they picked up the child after school.
- If the whereabouts of the child cannot be determined, staff will contact the Torrance Police Department.

Note:

- If a participant leaves the school grounds without permission, they may be suspended from the After School Club.
- When a participant is missing, it takes staff's attention from their primary duties. As a result, the other participants suffer. This is why it is extremely important that parents or guardians notify us if their child is going to be absent.

What happens if I move after I enroll in the After School Club?

Parents/Guardians are asked to keep us informed about changes in address or phone numbers. Depending on where you move, the following will happen:

- If your current school is still the home school for your new address, you will simply need to provide us with proof of your new residency.
- If you move outside of the City of Torrance, you will need to contact the school district at (310) 972-6500, regarding getting a permit to stay at the school. If you are allowed to stay at the school, you will be required to pay the non-resident fee for any future payments.
- Each school has an established boundary. If your new address is outside of those boundaries, then you will be required to transfer schools. If you do not want to transfer schools, you will need to contact the school district to inquire about getting an inter-district permit.
- If you are not granted an inter-district permit, or you do not want to stay at your current school, you can request to transfer to the After School Club at your child's new school.

If we have a Club at your child's new school and if there is an opening, then we will honor the transfer.

- If the After School Club at your new school is full, you will be added to the waiting list. Your child will only be allowed to transfer to the program if someone currently in the program at that school cancels and it is their turn on the wait list.
- Your child will not be eligible to continue in the After School Club, as participants are only eligible to participate in the After School Club at the school they are enrolled in.
- If circumstances do not permit your child to continue in the After School Club, you will receive a prorated refund. An administrative fee of 20% with a maximum of \$25.00 will be deducted from all refunds.

If my child receives a Consequence Form, will it be placed in their permanent file?

Yes. The Consequence Forms are kept and can be used to determine future disciplinary actions. For example; if your child received previous Consequence Forms for hitting other participants (when they start the next school year they again start hitting other participants), we will not go through the traditional steps of verbal warnings and time outs. Because we have previously explained the rules

and given chances the year before, we will immediately issue a Consequence Form and possibly suspension.

If my child is expelled from the program, is he or she eligible to come back to the After School Club the following year?

No. Participants are only expelled from the After School Club for gross behavior problems or major situations. As a result, the participant is not eligible to return to the program again in the future.

What will happen if I do not notify the After School Club that I have moved?

Failure to notify the After School Club that you have moved is grounds for expulsion from the Club.

What happens if I can't make my payment by the due date?

If payment is not received by the due date, the participants will be dropped from the program. Participants on the waiting list will be offered the opportunity to register.

- Prices reflect resident/non-resident fees.
 - First Payment: \$377/\$442 due with application. Covers Sept. 10 – Dec. 4, 2009.
 - Second Payment: \$377/\$442 due Nov. 16, 2009. Covers Dec. 7, 2009 – March 19, 2010.
 - Third Payment: \$377/\$442 due March 8, 2010. Covers March 22 – June 24, 2010.
- If a space is still available when you secure the funds to make a payment, you will be allowed to re-register. If no spaces are available, you will be given the opportunity to be added to the waiting list. You will not receive priority over others on the waiting list.
- Payments are due upon enrollment, and in November and March.

After School Club Program Parent/Guardian and Participant Agreement

We, have read, discussed and understand the Day Camp Handbook. By signing this Participant Agreement, we agree to adhere to all policies and procedures detailed in the After School Club Program Handbook.

As a parent/guardian, I agree to:

- Read the posted calendar, memos, notices and other important information that is distributed.
- Keep staff informed about a change of my phone number or address for myself and the people listed on my emergency form.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Inform the staff if something is unsatisfactory.
- Inform staff about changes in my child's life that may affect their behavior at the site.
- To give suggestions of effective means of dealing with my child's negative behavior at the site.
- To identify relevant situations that my child may share with me (the parent/guardian), but didn't share with After School Club staff.
- Any abrasive behavior by a parent displayed towards any camp staff member may result in suspension or cancellation of care. Parents may not discipline children who are not their own.

As a participant, I agree to:

- Have fun at the After School Club.
- Give staff ideas about fun things they want to do at After School Club.
- Tell staff if I am having problems with another participant immediately.
- Tell staff if I get hurt.
- Follow all After School Club rules. (After School Club rules are listed on page 10.)

Child's Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Please keep this page for your records.

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Child's Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Please turn this page in on the first day of the After School Club.